

24 MAY 1993

CHAPTER IX
REPORTING PROCEDURES

<u>Paragraph</u>	<u>Page</u>
901. RESPONSIBILITY	9-3
902. MISHAP REPORTING	9-3
903. UNUSUAL OCCURRENCE REPORTS	9-5
904. ANNUAL REPORT	9-6
905. REPORTING OF RECEIPT/TRANSFER OF NAVY-LOANED AIRCRAFT	9-6
906. REPORT OF ESTABLISHMENT/DISESTABLISHMENT OF A NAVY FLYING CLUB	9-6

Enclosure (1)

24 MAY 1993

Chapter IX

REPORTING PROCEDURES

901. Responsibility. Commanding officers of activities sponsoring Navy Flying Clubs are responsible for ensuring that periodic and specific reporting requirements are met.

902. Mishap Reporting. Commanding officers shall require the investigation and reporting of all reportable injuries, fatalities, and material (property) damage involving personnel and equipment associated with Navy Flying Clubs operating within their respective commands. When a person is injured or killed or property damage occurs at a location remote from where club aircraft are based and operated, the naval activity nearest the scene will notify the sponsoring commanding officer and will investigate and report the mishap in accordance with this instruction unless relieved of this responsibility by the sponsoring commanding officer. The final responsibility for ensuring that the report is submitted rests with the sponsoring commanding officer.

a. Basic Reporting Requirement. Any accidental injury, fatality, or mishap involving material (property) damage which results in one or more of the following shall be investigated and reported under this instruction:

(1) Fatality - regardless of time between injury onset and death.

(2) 5 or more lost work days - away from work.

(3) Material (Property) Damage - involving a repair or replacement cost of \$500 or more.

(4) Any incident or accident not meeting the above criteria should be reported as an "UNUSUAL OCCURRENCE" following the format in appendix E.

b. USMC/USMCR Personnel. Cases of injury or fatality sustained in a Navy Flying Club aircraft mishap are reportable in accordance with this instruction. These reports shall be in addition to any reports required by Marine Corps regulations.

24 MAY 1993

c. Submission of Reports

(1) General. Flying club mishap reports are to be unclassified (FOR OFFICIAL USE ONLY) unless classified information is included. Classified information will not normally be involved and shall be included only when essential to determination of cause factors or otherwise necessary to understand the circumstances of the mishap.

(2) Preliminary/Update/Final Message Report. The flying club safety officer shall submit a Preliminary Message Report for any mishap involving club aircraft which results in injuries to military or civilian personnel causing 1 or more lost work days and/or property damage in excess of \$500. (The FAA definition of an accident is not relevant for the purpose of this report). This report shall be submitted in addition to reports required by the NTSB. Preliminary reports shall be required within 24 hours. Updates shall be submitted as additional information becomes available. Final Mishap Reports shall be required when the mishap investigation is complete, not to exceed 30 days. Reports shall be submitted to the Commander, Naval Safety Center; info CHNAVPERS; CNO; "All Navy Flying Club Activities"; and your chain of command.

(3) NTSB 6120.1/2, Pilot/Operator Aircraft Accident Report. The commanding officer's safety officer shall report flying club mishaps and incidents as required by NTSB part 830. A COPY OF THIS REPORT SHALL BE SUBMITTED TO THE COMMANDER, NAVAL SAFETY CENTER (CODE 10); CNO (CODES N09F, N554, N505); NAVAIR (CODE 4121C); AND CHNAVPERS (Pers-65). If there is doubt about classification of a mishap/incident, the safety officer shall request the assistance of the nearest NTSB or FAA facility to determine the proper classification.

(4) Additional Information. The club manager shall report unusual occurrences not otherwise required by NTSB, Part 830, but which may be used in mishap prevention to the sponsoring activity safety office for evaluation. Copies of such reports should be sent to the Commander, Naval Safety Center.

(5) Related Reports

(a) Civilian Occupational Injury and Death. See OPNAVINST 5102.1C for separate record keeping and reporting requirements of occupational injuries and deaths to Navy civilian personnel.

24 MAY 1993

903. Unusual Occurrence Reports. Although not reportable under the guidelines listed above, in appendix D, or by NTSB, part 830, various events, whether ground or in-flight, may occur that contain useful information to prevent a future mishap or injury based on the originator's experience. Identification and issuance of the information aids in eliminating potential hazards before they result in a mishap. Each individual has an obligation to others in the aviation community to report hazards. The Unusual Occurrence Report message provides each flying club with a communications vehicle to report these hazards. Using the format discussed in appendix E, the originator can provide other flying clubs with a clear picture of what took place, lessons learned, and data for future trend analysis. The quality of the report obviously depends on the quality of the local investigation into the attendant circumstances. The overall success of the Unusual Occurrence Report Program depends on the submission of complete, open, and forthright information and opinions concerning safety matters.

a. Method of submission; Unusual Occurrence Reports will be prepared following the format discussed in appendix E and submitted to the Command Safety Advisor (CSA) for review. The CSA or authorized releasing authority shall forward the message to other clubs via military radio/electronic communication facilities utilizing the "ALL NAVY FLYING CLUB ACTIVITIES" CAD. It should be noted that the CAD message system is only to be used for dissemination of essential aviation safety information and not for routine administrative matters. (Refer to OPNAVINST 3750.6Q (NOTAL)). If desired, the report may be sent via mail or message with the Commander, Naval Safety Center (Code 114), as the sole addressee. This reporting method may be used by activities reluctant to identify hazards arising from unique situations or circumstances. The Commander, Naval Safety Center will guard the report's confidentiality using an edited report. The exercise of command influence to edit, modify, or in any way censor the content of reports is contrary to the spirit of the program.

b. Non-Privileged Status; Unusual Occurrence Reports are not considered privileged and are releasable to the public upon appropriate official request. The only restriction on their use is designation as "FOR OFFICIAL USE ONLY." Personal identifiers, such as names and social security numbers shall not be included in Unusual Occurrence Reports, except as point of contact. If the investigation of a hazard can be properly conducted without the use of such personal information, such information should not be solicited.

24 MAY 1993

c. FOR OFFICIAL USE ONLY. Unusual Occurrence Reports are for official use only. See SECNAVINST 5720.42E for instructions on the handling of "FOR OFFICIAL USE ONLY" (FOUO) documents.

904. Annual Report. An annual report of flying club operations will be submitted to the CHNAVPERS (Pers-656) no later than 30 November. The report, BUPERS 1710-18, shall cover all club activity for the preceding fiscal year. The format for the annual report is contained in Appendix A and will include:

- a. General information.
- b. Flight hours by quarters.
- c. Balance sheet.
- d. Operating statement.
- e. Statement of net worth.
- f. Aircraft inventory.
- g. Membership summary.

h. Sponsoring commanding officer's narrative including an overall assessment of the club's operation and contribution to the command.

- i. Most recent command inspection results.

905. Reporting of Receipt/Transfer of Navy Loaned-Aircraft. As noted in Chapter III, paragraph 303a, the receiving or transferring commanding officer shall submit a letter report of the transaction, report control symbol BUPERS 1710-23.

906. Report of Establishment/Disestablishment of a Navy Flying Club. Reporting requirements incident to establishment/disestablishment of a Navy Flying Club are discussed in chapter I, report control symbol BUPERS 1710-19.